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A Guide to Your City Government

CITY OF EL CAJON

"The Polite City"

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El Cajon.

A Guide to Your City Government

CITY OF EL CAJON

"The Polite City"

El Cajon -- Politics and
government

I. INTRODUCTION

This pamphlet is designed to inform El Cajon residents of all ages as to the organization and functions of our city government in order that all may better avail themselves of its services and participate in its governing process. It is also hoped that El Cajon's record will inspire a degree of civic pride in its past and in its prospects for the future.



Store and residence of J. B. Rhea, El Cajon's first grocery and hardware merchant. Circa 1881, 100 block of East Main looking north. The first elementary school in the Valley is in the background.

Reproduced from article by "The Southern California Rancher Magazine" by permission of Mr. Renan Provost, Publisher.

II. HISTORY

Two historical names keynote the early development of the modern commercial municipality of El Cajon — The Big Box Valley and the Corners. Its growth is directly linked to its initial role as the agrarian heartland and communications center of San Diego County.

In the early part of the nineteenth century the explorations of the mission padres for pasture land led them to El Cajon Valley. The surrounding foothills were a barrier to straying cattle as well as a watershed to gather the sparse rainfall for verdant grasslands along the valley floor. For years the pasture lands supported the cattle herds of the mission and its native Indian converts.

With independence from Spain, the Spanish Dons began to cast envious eyes on the vast holdings of the Roman Catholic Missions. With secularization, California Governor Pio Pico, in 1845 confiscated the lands of Mission San Diego de Alcalá and granted the eleven square leagues of El Cajon Valley to Dona Maria Antonia Estu-

dillo, wife of Don Miguel Telisforo de Pedrorena, to repay a \$500 government obligation. The grant included generally the present communities of Lakeside, Santee, Bostonia, Glenview, Johnstown, El Cajon and part of Grossmont.

Recorded history affords scant evidence to establish a beginning date for either a permanent Spanish or American community in the valley. The Pedrorenas continued their residence in San Diego and their absentee proprietorship did not foster any economic development. Scattered homes of adobe construction were erected in the area during the mid 19th century but the permanency of their occupancy is open to question. The establishment of a school for six children in 1870 in a homestead at Park and Magnolia offered conclusive proof that a permanent American settlement had been established.

What were the key factors which shaped El Cajon's destiny? First there was transfer of title from the permanent holdings of the mission to the changing hands of the Pedrorenas and their successors. This permitted the so called highest and best use of the land in commercial terms. Then there were the natural corridors which made Main and Magnolia the crossroads from San Diego to points east and to the gold mining operations in Julian to the north. Third, there were the real estate developments following the Civil War, initiated by a San Francisco entrepreneur named Issac Lankershim. The native instincts of a New England emigrant, Amaziah L. Knox, for the economic value of the corner lot resulted in the erection of El Cajon's first commercial building at Magnolia and Main in 1876. Finally, the phenomenon called direction of growth laid a path of post World War II's exploding urbanization along Mission Valley, through La Mesa and El Cajon.

Following the American Civil War, migrations of settlers sought homesteads on the public lands of the West. However, the poorly defined boundaries and legal confusion of Pio Pico's Rancho Cajon land grant to the Pedrorenas were to be a source of considerable dispute. As a consequence, historical accounts frequently refer to these pioneering homesteaders by the less noble term of "squatters."

Lankershim bought the bulk of the Pedrorena's Rancho Cajon holdings in 1868, employing Major Levi Chase as his attorney. Seven years of litigation ensued before title was cleared and settlements negotiated with the squatters. Lankershim sub-divided his land, selling large tracts for wheat ranching. However, it was soon dis-

covered that the soil and climate would support almost any crop. Within a few years the Big Box Valley was a flourishing produce center for citrus, avocados, grapes and raisins. In fact, the suitability of the clear sunny climate for drying raisins was a major real estate sales "pitch."

The gold mining operations in Julian brought a steady trek of freight traffic hauling equipment and supplies and ore between San Diego and Julian. The natural line of drift led the teamsters down the Old Mussey grade (now covered by San Vicente Reservoir), south to the present site of Magnolia and Main, thence west through the Grossmont Pass into San Diego. Knox had moved into the Valley in 1869 to build Lankershim's house and manage his wheat ranch. Noting the teamster's habit of camping overnight at the present site of Main and Magnolia, he erected a seven room building as a combination residence and hotel on its southwest corner in 1876. Small additions were followed by a large two story annex in 1882.

Knox's Corner was to be the nucleus of El Cajon's business district for the next seventy years. By the turn of the century the two blocks of Main Street, astride Magnolia, boasted two hotels, a general store, meat market, post office, pharmacy, harness shop, blacksmith shop and sundry smaller shops and offices.



"The Corners" looking east about 1910. Magnolia Ave. crosses Main between buildings numbered 1 and 2 on the north and 9 and 10 on the south.

Legend

- | | |
|------------------------|---|
| 1. Corona Hotel | 6. Cuyamaca State Bank & Home Telephone Co. |
| 2. Stell-Burgess Store | 7. Rumsey Dry Goods & Groceries |
| 3. Wright Building | 8. McKinnon Blacksmith Shop |
| 4. Brouwer Drug | 9. Stell-Burgess Warehouse |
| 5. W. D. Hall Company | 10. Saloon |
| | 11. Knox Stables in rear |
| | 12. Knox Hotel |

Photograph: Courtesy of Title Insurance & Trust Co. of San Diego, California

At the general election on November 12, 1912, 123 of 158 electors voted to incorporate a 1¼ square mile area centering on the historic corners of Main and Magnolia. The board of five trustees met the following week to elect one of their number as president and appoint a city attorney. Regular meetings were scheduled for the first Wednesday of each month. However, special meetings to get the administration organized and functioning were not infrequent. Committees were appointed for Streets, Alleys, Water and Lights, Finance and Licenses, and Health, Morals and Sanitation. In addition to the elected positions of Treasurer and Clerk, appointments were made for a Marshal and Tax Collector, Engineer, Recorder, Superintendent of Streets, two deputy marshals and a Fire Chief. Ordinances and resolutions were passed to fix salaries or other compensation, provide for the grading and sprinkling of streets, contract for bridge construction and mapping the City, banning cattle and hogs from the central city, and outlawing horseracing down Main Street.

For the next thirty years El Cajon followed the pattern of orderly development typical of rural/small town America. By 1940 the population had slightly more than doubled to a figure of 1471. In the five years following World War II, the winds of change became apparent. While land area increased slightly to 1.67 square miles, in-migration increased the population to 5600. In 1949 the City Council began to study the feasibility of the council-manager form of government to meet the day to day administrative and long range planning requirements of a growing metropolitan area.

The office of City Manager was instituted in 1950 in time to meet the most explosive decade of growth in El Cajon's history, or for that matter, the history of any comparable community in the nation. By 1960 the incorporated area was to increase five-fold to 9.8 square miles and population six-fold to 37,618.

However, this remarkable growth was not accomplished without its trauma. Fiscal resources for capital investments necessary to keep municipal services abreast of geometrically increasing demand were sorely strained. Substantial capital outlays were needed in virtually every department: Police, Fire, Sewage Treatment, Public Works, Parks and Recreation and General Government. In 1959 the Council and Manager commissioned a research study to assess the present and probable future structure of the City. Given the unforeseen developments in double

digit inflation and federal revenue sharing of the 70s, the projections of this study were to prove remarkably prophetic.

Integrating these research findings and projections into its master plans, during the next decade El Cajon moved ahead on a number of significant projects. Acquisition of additional firefighting equipment resulted in much improved insurance ratings. A dozen key street improvement projects solved traffic congestion problems which were beginning to surface throughout the incorporated area. A cross service agreement with the San Diego Metropolitan Sewer District and construction of a major outfall line eliminated the need to rely on septic tanks which were saturating the subsoil to the danger point. The timely purchase of property on Vernon Way in the early 50s facilitated the economic construction of Public Works maintenance and storage facilities.

As the City enters the fourth quarter of the twentieth century its growth is considerably more measured and orderly than that of the frenetic fifties. Guided by a prudent and fiscally responsible civic leadership, it has weathered its rapid growth period with a balanced economy and a governmental structure which offers full municipal services at one of the lowest tax rates in the state. The Nation's bicentennial sees the opening phase of a new Civic Center, lending added luster to the historic corners of Main and Magnolia. One might pause to speculate on the thoughts of a sturdy New England emigrant when, a century earlier, he erected El Cajon's first commercial structure diagonally across the street.*

III FORMS OF MUNICIPAL GOVERNMENT

The California State Constitution provides for two forms of municipal government, Charter and General Law. Three principal systems are available under these two forms: equal council, council-manager and strong mayor. The legal distinction between general law and charter cities is that powers of the latter are established by provisions of its charter subject to any limitations imposed by federal or state law. A general law city, on the other hand, may exercise only those

***Acknowledgement:**

Grateful acknowledgement is made to Mrs. Hazel Sperry, Secretary and Curator of El Cajon Historical Society, for much of the source material upon which this historical account is based.

powers authorized by state law. However, these powers are sufficiently broad to meet the needs of most municipal entities.

In general law cities the equal council system consists of five council members, including the mayor, each with an equal vote. Acting as a body, it is the chief governing authority. In charter cities the size of the council may be greater as it is in the case of San Diego. The council elects one of its members as mayor on an annual basis unless a municipal ordinance approved by the electorate provides for election by popular vote.

The council-manager system has become the most popular one in California. It was developed in an effort to avoid the corruption and inefficiency which began to surface in some eastern cities in the latter part of the nineteenth century. It envisions a professional, non-political public administrator who is responsible to the council for enforcement of city ordinances, direction of administrative operations and technical advice. He is appointed by and serves at the pleasure of the council. The council retains sole authority to enact local laws, make policy decisions, approve programs, adopt the budget, and provide general direction to the manager.

Charter cities may employ the strong mayor system in which the mayor is the executive head of all departments in addition to presiding over council meetings. Proponents of this system point to its clearly defined lines of political leadership. Its opponents contend that political skills leading to election are not necessarily accompanied by corresponding qualities of administrative ability and experience.

Students of public administration and political science have long debated the pros and cons of each system. To a large degree the most suitable system will depend on a city's size and population density and its social and economic structure. Over the years these characteristics have caused the citizens of El Cajon to eventually adopt the council-manager form under the general law concept with a popularly elected mayor. However, none of these systems will function effectively without an informed and active citizenry. Thus, it is no idle gesture which places the electorate in the foremost position of authority in the organizational chart on pages 12 and 13.

The council chamber contains ample seating to accommodate a normal public representation at all council meetings. The City Clerk will be happy to furnish you with a copy of the agenda

for any council meeting that you care to attend. A copy of procedures to permit you to address the council on any relevant subject is also available. Your City government expends considerable administrative effort to ascertain your needs and desires. Consequently representative expressions of public opinion facilitate the governing process.

The normally busy citizen will not find it necessary or even feasible to attend every single council meeting. However, at the foot of the council table is a section perpetually reserved for the press. The San Diego Union-Tribune and the El Cajon Californian are consistently represented at every meeting and report significant developments in their media. Life News is also represented on occasions. Public announcements required by law are published in the Californian.

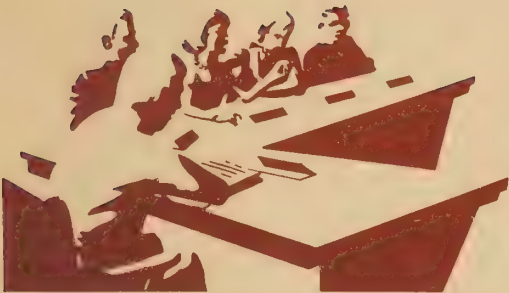
You may also desire to attend some of the meetings of City boards and commissions. Their regularly scheduled meetings are listed on page 20. Composition and authority of commissions vary according to the ordinances establishing them. In some routine matters the Council may delegate approval authority to a commission. In most cases, however, the commissions act in an advisory capacity to the Council. In every case a petitioner has the right to appeal a commission or board decision to the Council. The deliberations of these meetings influence decisions and policy that affect the quality of life in El Cajon generally and possibly that of your own directly.

IV. ELECTED OFFICIALS

As previously indicated, El Cajon is a general law city with a popularly elected mayor and a council-manager system of government. It operates within the terms of reference described in the preceding section.

COUNCIL

The El Cajon City Council exercises those powers described for the council-manager system of government in Section III. Its five members are elected for overlapping four-year terms. The mayor and one councilmember are elected in March of each leap year. The other three, in the intervening even numbered year. Except on City holidays and election days, regular meetings are held each Tuesday in two sessions commencing at 4:00 p.m. and 7:30 p.m. Those actions requiring advanced public notice and formal public hearing are normally scheduled for the evening sessions.



MAYOR

The mayor is the presiding officer of the Council and represents the City on ceremonial occasions. Contrary to normal parliamentary procedure, he may debate and introduce motions from the chair and vote as a member of the Council. He rules on points of order; prescribes time limits on debate and ensures observance of proper decorum in council proceedings. However, he may be over-ruled on specific points by the Council.

In April of 1968, the electorate voted to designate the mayor for a four-year term by direct election. Previously, the Council had elected one of its members to serve as mayor for a one-year term. The Mayor's duties and responsibilities make him one of the busier members of the Council.

MAYOR PRO-TEMPORE

Annually in March the Council meets to select one of its members as Mayor Pro-Tempore for the next twelve months. In the absence of the Mayor from any official function, the Mayor Pro-Tempore exercises the full powers and duties of that office.

V. BOARDS AND COMMISSIONS

The City Code establishes four commissions and one board to advise and assist the City Council in various areas of municipal interest. These are the Community Relations Commission, General Construction Appeals Board, Parks and Recreation Commission, Personnel Commission, and the Planning Commission. Each year these civic-minded commissioners and board members spend thousands of hours in conducting public hearings, doing research and preparing reports to assist the Council.

Representation in these groups varies according to their respective purposes. Membership is appointive and subject to Council approval.

Regular meetings are held in the City Council chamber or other publicly announced location and are open to the public. Scheduled meeting dates are listed on page 20.

COMMUNITY RELATIONS COMMISSION

Meets at 7:30 p.m. on the second Thursday of each month. It is composed of five members, representative of the demographic composition of the community, and appointed to overlapping three-year terms commencing annually on the first of July. Its purpose is to foster mutual respect and understanding among various ethnic, cultural and economic groups in the community. It makes studies in the field of human relations and inquires objectively into incidents of tension and conflict among various groups.

GENERAL CONSTRUCTION APPEALS BOARD

Meets on call as necessary to hear citizen appeals from adverse administrative rulings of the Building Division. It is composed of seven members serving overlapping three-year terms. One commissioner is a citizen at large with no specified professional background. The remaining six must represent various professional and journeyman skills of the construction industry. The Chief Building Inspector is an ex-officio member and secretary. The board determines the suitability of alternate building materials and provides reasonable interpretations of building codes. In appellate cases it renders its decisions and findings in writing to the Building Division and to the appellant after Council review. Its interpretations of building codes are submitted in the form of recommendations to the Council and when approved have the effect of law. Recent policy establishes a schedule for bi-monthly meetings (as a minimum) to review new construction techniques.

PARKS AND RECREATION COMMISSION

Meets at 7:30 p.m. on the third Wednesday of each month. It is composed of five members serving overlapping three-year terms. By agreement, one commissioner must be selected from nominations by the Cajon Union School District. The commission reviews data and makes recommendations to the Council on the operation, use and management of the City parks and recreation centers and in the conduct of the City's recreational program.

PERSONNEL COMMISSION

Meets at 7:00 p.m. on the fourth Thursday of the month. It consists of five members serving overlapping five-year terms. One vacancy occurs

and is filled each year. The Council appoints two of the commissioners directly, two from a list of nominees submitted by City employees, and a fifth from a list of nominees selected by the other four. The commission rules on appellate cases involving disciplinary action. On cases involving suspension, demotion or dismissal, a 4/5 vote is required to over rule the appointing authority. It also reviews all personnel policies and regulations prior to Council approval. The best interest of the public as well as the City employees are the concern of this commission.

PLANNING COMMISSION

Meets at 7:30 p.m. each Monday except for holidays. It consists of five members serving four-year terms. The commission, as the City's official planning agency under the California Code, periodically reviews and updates the City's "General Plan" for development and specific plans such as the "Industrial Master Plan" started in 1958. It makes recommendations to the Council concerning zoning, subdivision maps, annexations, street naming and drainage plans. Its decisions are final on "Conditional Use Permits" for commercial use of real property and property zoning variances unless appealed to the City Council.

VI. APPOINTED OFFICIALS

CITY MANAGER

The overall responsibilities and relationship of the City Manager have been described in Section III. Since establishment of this office in 1950, good Council-Manager rapport has resulted in a high degree of managerial stability when compared with the average personnel turnover rate of other California cities. Some of his other principal duties include the following:

1. To appoint, supervise and remove department heads in accordance with sound managerial principles and all other employees of the City in accordance with the personnel ordinance and regulations.
2. To make recommendations to the Council concerning the affairs of the City.
3. To keep the Council advised of the financial condition and future needs of the City.
4. To prepare and submit the annual budget to the Council.
5. To prepare and submit such reports as may be required by the Council.

CITY OF EL CAJON



CONSTRUCTION APPEALS BOARD
COMMUNITY RELATIONS COMMISSION
PERSONNEL COMMISSION
PLANNING COMMISSION
PARKS & RECREATION COMMISSION



GENERAL SERVICES
DEPARTMENT



PERSONNEL
DEPARTMENT



PARKS &
RECREATION
DEPARTMENT



FIRE
DEPARTMENT

PUBLIC
DEPARTMENT

ORGANIZATION CHART

ELECTORATE

CITY COUNCIL

CITY MANAGER ATTORNEY

CITY MANAGER

FINANCE DEPARTMENT CITY CLERK

WORKS DEPARTMENT POLICE DEPARTMENT BUILDING & PLANNING DEPARTMENT

City Attorney:

When the newly formed City Council first met in 1912, one of its very first acts was to establish the office of City Attorney. The minutes of that first meeting reflect that he counseled the members of the new government on their duties and responsibilities under California law; and so the incumbents of that office have been doing ever since. Like the City Manager, the Attorney is appointed by, serves at the pleasure of, and reports directly to the Council. He or his assistant are always in attendance at Council meetings to respond to legal questions as they arise. He defends the City in case it is a defendant in a law suit. He writes all resolutions, ordinances and contracts adopted by the Council, and finally he provides legal advice to the Manager and the various boards and commissions of the City.

VII. DEPARTMENTS

City departments are organized to furnish a full range of municipal services except for water and refuse collection. Water service is furnished by a special district with an independent board of governors and its own taxing authority. Refuse collection is handled by a commercial firm. The City regulates the rates and level of service through issuance of a franchise.

The County of San Diego, under contract with the City, provides the services of tax assessment, property tax collection and public health. The two libraries in the City are branches of the San Diego County system and are financed by a separate tax rate.

All department heads are now appointive positions. In the beginning, under the equal council form of government, the positions of Treasurer and City Clerk were elective offices. Following the 1970 elections, under authority of a new state statute, the Council ordained that these positions would become appointive upon expiration of the elected terms in 1974.

GENERAL GOVERNMENT

Building and Planning:

This department administers ordinances which regulate the uses made of private property and the quality of the buildings and structures placed upon it. The staff furnishes technical and

administrative assistance to the Planning Commission. The Planning Division currently devotes about 40% of its effort to long range planning to insure the community's rational growth and the maintenance of its environmental quality. As the Planning Commission and City Council approve the basic policies and objectives of the City's General Plan, this department develops the technical details necessary to implement such policies and objectives. The department reviews all requests for land use permits (such as subdivision maps, planned residential developments, conditional use permits, variances and the like) to effect adherence to the overall intent of the General Plan.

The Building Division also acts as a consumer affairs guardian in making certain that all buildings and structures meet current building code standards. Inspections are conducted during various phases of construction to assure that your residence or place of business will conform to up-to-date structural, electrical and sanitary safety standards.



The Building and Planning Department works closely with the Public Works Department to insure that the street and sewage systems are adequate to support the intended uses of new land developments. Anyone planning to open a new business, build on his property or develop it in any way should first consult this department.

Citizens' Assistance Office:

The Citizens' Assistance Office provides information and referrals to citizens for community and social services. A resource file containing information about social services agencies serving the citizens of El Cajon is maintained and updated. Some of the types of services included in the resource file are: drug and alcohol abuse counseling, family counseling, day care, education, employment, housing, legal, medical, veterans and handicapped programs. Information is also available regarding many other human care services.

City Clerk:

The Clerk is the official custodian of basic government records which relate to or derive from City Council action. This office prepares the Council agenda, records its proceedings and publishes the official minutes. It refers the substance of City ordinances and Council resolutions to the City Attorney for refinement into legal form. Record copies of publications referenced in City Ordinances such as building, plumbing or electrical codes and public health standards are maintained in this office. The Clerk also administers municipal elections and monitors the campaign contribution and expenditure laws.

Finance Department:

The Director of Finance is the City Treasurer, custodian and bookkeeper for all City funds. This department ensures the highest ethical standards in the handling of these funds. It handles the accounts payable, the payroll, financial reports and data processing programs. This department administers the business license ordinance and collects payments for miscellaneous service fees, licenses and permits and special assessment districts. The Director is the principal fiscal advisor to the City Manager, assisting in budget preparation, long range financial planning, and investment of cash reserves.

General Services Department:

The General Services Department is established to support other City operating departments. This department is composed of five divisions: Administration, Purchasing, Central Printing, Special Services and Facilities Maintenance.

General Services Administration consolidates and administers rules and procedures for control and economical operations of the five divisions.

The Purchasing Division provides centralized purchasing for control and economy, through cooperative purchases, price forecasts, research and evaluation of new products and methods.

The Central Printing Division provides in-house and outside services support to City departments relative to printed material, duplicating and reproduction requirements.

The Special Services Division provides telephone services, postage and mail distribution and records storage for all City departments.

The Facilities Maintenance Division provides daily janitorial services along with normal and emergency repairs — including electrical, carpentry, mechanical and painting operations for all City buildings.

Personnel Department:

This department administers the personnel program in accordance with the personnel ordinance and rules as established by the City Council. It plans and coordinates the personnel management function involving organizations, classifications, compensation and a variety of services and transactions relating to internal procedures and records. It recruits and examines candidates for placement to vacant positions within the City service. Other responsibilities include administering the Citizens' Assistance Office, safety training, employee relations, suggestion award program, affirmative action program and staff and administrative support to the Personnel Commission.

PUBLIC SAFETY

Fire Department:

This department is primarily responsible for enforcing general laws and ordinances to protect lives and property from fire. The major functions of the department are performed by the Fire Prevention and Fire Suppression Divisions. The Fire Prevention Division is responsible for inspecting buildings and enforcing safety laws and ordinances, investigating fire causes and arson, and conducting educational programs in fire prevention and safety. The Fire Suppression Division is primarily involved in extinguishing fires and in the protection and preservation of lives and property through the use of emergency

equipment strategically located throughout the City. Additionally the department operates an emergency ambulance service in the City. A complete training program for fire personnel is also conducted and includes drills, instruction and tests of firefighting techniques and methods.



The City maintains four fire stations. The headquarters station is located on the corner of Douglas and Highland. Station No. 2 is at Tyrone and Fletcher Parkway. Station No. 3 is on 3rd and Peach. The newest station, No. 4, is located at 1301 N. Marshall, along with the Heartland Fire Training Facility. Every area in the City is within three minutes from a fire station.

Police Department:

The Police Department is organized into eight divisions: Administration, Records, Patrol, Investigation, Traffic, Laboratory, Animal Control and Police Auxiliary. Its primary responsibility is the preservation of peace, prevention of crime and protection of life and property. In this regard they respond promptly to all requests for police services. These various divisions are responsible for the apprehension of suspects, the development and protection of evidence, the recovery of stolen property and the maintenance of proper relations with Federal, State and local law enforcement agencies. Additionally, they are responsible for the scheduling of regular patrol assignments and the implementation of an education program to improve police-community relationships. Finally, they are responsible for department budget control, photographing, collecting and preserving crime scene evidence, processing of reports and maintaining the communication center for the dispatch of officers, animal control units, or other forces that deal with police assistance.

The Police Department has two valuable organizations, the Police Reserve and the Cadet Police. Both of these groups give many man-hours of volunteer work in the interest of law enforcement.

Another interesting aspect of the Police Department is the "Citizens Alert" Program. Hundreds of citizens have taken the opportunity to ride in a patrol car and gain a better understanding of the responsibilities and problems a uniformed police officer must deal with in insuring your safety and protecting your property.

PARKS AND RECREATION

Responsibilities of the Parks and Recreation Department include planning, coordinating and directing the operation and maintenance of the parks, park buildings, recreation areas and other landscaped areas. Other major departmental responsibilities entail the analysis of community needs with respect to recreation and the operation of a year around recreation program. The department also furnishes staff and administrative support to the Parks and Recreation Commission.

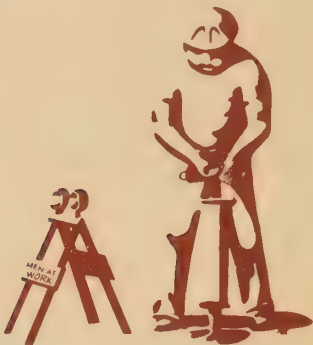


The various facilities of the department include supervised neighborhood playgrounds, a community swimming pool, community centers for all age groups, cultural activities and numerous parks for picnicing and leisure-time activities.

The Park Division has the added responsibility of administering the tree planting policy of the City. A list of approved trees for parkway planting, together with City policies on tree planting and removal, is available at the Park and Recreation Department office.

PUBLIC WORKS

This department is responsible for administering the City's public works program and for providing technical direction and advice on matters of an engineering nature. The department is organized into three operating divisions. The Engineering Division is primarily responsible for the design and construction of facilities within street rights-of-way and City-owned property. The Traffic Section is concerned with the design and installation of street lights, traffic signals, regulatory signs and street markings. The Street and Sanitation Division maintains and cleans all public streets, alleys, sewer mains and storm drains. The Equipment Maintenance Division maintains and repairs the vehicles and equipment of all City departments.



The public often comes in contact with the Engineering Division for sewer lateral information, the preparation of improvement guarantees, and legal descriptions and deeds for street widening and easements. Besides these activities, Engineering maintains records that are available for public information and perusal. These records are: Plans for all street improvements in El Cajon; a map showing the location and size of all sewers installed within the City; annexation maps and files; grant deeds and records for rights-of-way and street improvements; an up-to-date official map of the City is also available to the public in the Engineering division for a nominal fee. The Department is a public service agency and the public is encouraged to consult its records and personnel when information is needed or problems arise.

SCHEDULE OF MEETINGS

The City Code provides that no meetings of City Council, commissions or boards will be held on weekends, City holidays or election days.

Council

Each Tuesday 4:00 and 7:30 p.m.

Community Relations Commission

Second Thursday 7:30 p.m.

General Construction Appeals Board

On Call (No regular schedule)

Parks and Recreation Commission

Third Wednesday 7:30 p.m.

Personnel Commission

Fourth Thursday 7:00 p.m.

Planning Commission

Each Monday 7:30 p.m.

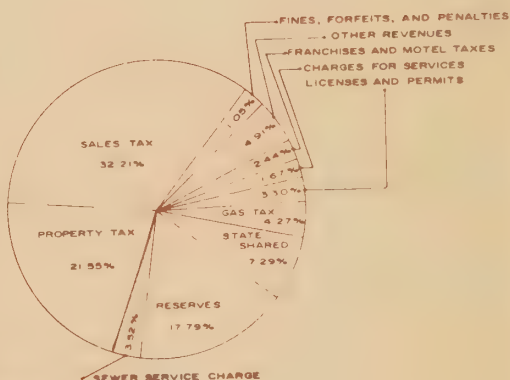
STATISTICS

Date of Incorporation	Nov. 12, 1912
Area Size	12.5 sq. miles (8,018.86 acres)
Population	64,800 (1977)
Population Per Square Mile	5,184
Elevation, at Primal Bench Mark ..	435.63 ft.
Location	15 miles due East of the City of San Diego
Government	General Law/Council- Manager Form
Assessed Valuation ..	\$225 Million (1976-77)
Area of Parkland	8 Parks (56.5 acres)
Average Yearly Rainfall	13.8 inches
Average Winter Temperature	53.9°
Average Summer Temperature	73.3°
Official City Tree	Liquid Amber
Miles of Paved Streets	148 Miles
Schools	Elementary - 17 Junior High - 3 High School - 2 Community College - 1
Churches	57
Hospitals	3
Tax Rate	\$1.13 per \$100 of Assessed Valuation (1977)

CITY OF EL CAJON

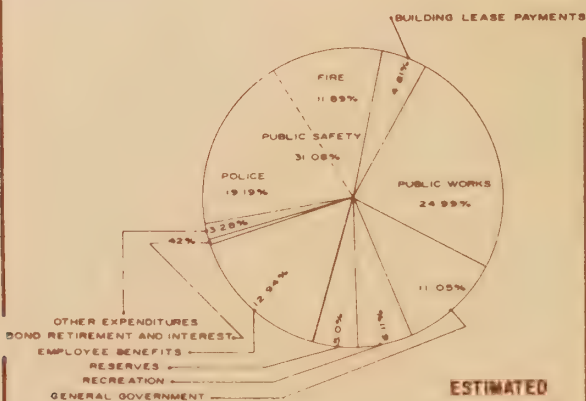
SUMMARY OF BUDGET

FISCAL YEAR
1977-1978



**ESTIMATED
REVENUE**

\$13,505,229



**ESTIMATED
EXPENDITURES**

\$13,505,229

GLOSSARY — City Council Terms

These are some terms commonly used during City Council meetings.

AGREEMENTS AND CONTRACTS

Agreements and Contracts between the City and another party must be accompanied by a resolution approving the document and authorizing execution.

AGENDA

The agenda is a list of items that the Council will consider during a Council meeting which are taken up for consideration and disposition in the following order:

4:00 p.m. Session

- Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Approval of Minutes
- Posting of Orders of Adjournment
- Manager's Report on Items to be Continued or Deleted
- Items to be added to the Agenda
- Consent Items
- Written Communications
- Unfinished Business and Reports of Officers
- Miscellaneous
- Resolutions
- Ordinances - First Readings
- Ordinances - Second Readings
- Warrants
- Oral Communications
- Order of Adjournment

7:30 p.m. Session

- Call to Order
- Roll Call
- Pledge of Allegiance to the Flag
- Items to be Added to the Agenda
- Public Hearings
- Planned Residential Developments
- Items Continued from Previous Meeting
- Reports of Council Members
- Oral Communications
- Order of Adjournment

CONSENT ITEMS

All matters listed under consent items are considered by Council to be routine and will be enacted by one motion in accordance with action listed on the agenda. There will be no separate discussion of these items prior to the time Council votes on the motion unless the members of the Council, staff or the public request specific items to be removed from consent items and discussed under miscellaneous.

PUBLIC HEARINGS

Public Hearings are scheduled on zoning matters, improvement district projects, subdivisions, vacations and other items required by law. Hearings may be continued to a future meeting. After all persons are heard, the hearing is closed, and Council makes a decision on the matter under consideration.

ORDINANCES

An ordinance is a law or rule enacted by the City Council. Ordinances usually amend, repeal or supplement sections of the El Cajon Municipal Code, provide zoning regulations and classifications, etc. Following the introduction of an ordinance at a Council meeting, five days must pass before the Council may adopt the ordinance. In the case of emergency measures, in order to protect the health, safety and welfare of the citizens, an "urgency" ordinance is introduced, read and adopted (at one meeting), becoming effective immediately upon a 4/5 vote of the Council.

WRITTEN COMMUNICATIONS

These are requests to the City Council submitted by the public or various agencies. If the Council is unable to make a decision from the information available, these items are sometimes referred to the appropriate staff, committee or commission for a report to Council.

RESOLUTIONS

Resolutions are formal expressions of opinion or will of the City Council adopted by a vote of Council at a public meeting concerning certain business matters brought before them.

ORAL COMMUNICATIONS

The time during Council meetings when members of the public may address the Council on any matter.

PUBLIC INFORMATION

— Emergency Numbers —

Ambulance/Fire 442-5595

Police 442-3351

GENERAL CITY INFORMATION 440-1776

ANIMAL COMPLAINTS & INJURIES; DOG LICENSES
ANIMAL SHELTER 442-0121

REAL PROPERTY IMPROVEMENT & USE PERMITS
BUILDING & PLANNING DEPT. 440-1776, Ext. 242

BUSINESS LICENSES & BOND PAYMENTS
FINANCE DEPARTMENT 440-1776, Ext. 319

VOTER REGISTRATION 440-1776, Ext. 261

CHAMBER OF COMMERCE 440-6161

**DRAINAGE PROBLEM INQUIRIES, PROPERTY LINE
SETTLEMENT, OTHER RELATED INFORMATION**
ENGINEERING DEPARTMENT 440-1776, Ext. 303

SEWER CHARGE INQUIRIES
CITY MANAGER'S OFFICE 440-1776, Ext. 216

RECREATION ACTIVITIES

PARKS & RECREATION DEPT 440-1776, Ext. 253

RENETTE (Park & Center) 447-3444
2-10 Weekdays; 10-10 Sat.; 2-6 Sun.

FLETCHER HILLS (Park, Center & Pool) 462-6730
3-10 Weekdays; 10-10 Sat.; Closed Sun.

WELLS (Senior Center & Park) 440-9797
9-10 Weekdays; 10-9 Sunday

J. F. KENNEDY (Park & Center) 447-7479
2-10 Weekdays; 10-10 Sat.; 2-6 Sun.

SEWER & STREET REPAIR INFORMATION
STREET & SEWER MAINTENANCE 448-5420

Emergency after 5:00 p.m., weekends, holidays 442-3351

GARBAGE SERVICE INQUIRIES
UNIVERSAL REFUSE REMOVAL CO. 444-1138

COMPLAINTS
CITY MANAGER'S OFFICE 440-1776, Ext. 216

CITY EMPLOYMENT
PERSONNEL DEPARTMENT 440-1776, Ext. 225

CITY-RELATED SERVICES:

CITIZEN'S ASSISTANCE OFFICE
PERSONNEL DEPARTMENT 440-1776, Ext. 225

YOUTH COUNSELING & DIVERSION PROGRAM
EL CAJON POLICE DEPARTMENT 442-3351, Ext. 69

SENIORS' INFORMATION & REFERRAL
EL CAJON SENIORS' INFORMATION CENTER 447-3767
9-5 Weekdays; 10-2 Weekends

TRANSPORATION (BUS) SAN DIEGO TRANSIT 239-8161

TRANSPORTATION (50¢ CAB) EL CAJON EXPRESS 442-0204

COUNTY SERVICES:

CONSUMER PROTECTION (FOODS)
ENVIRONMENTAL PROTECTION, PEST CONTROL
COUNTY DEPT. OF AGRICULTURE
WEIGHTS & MEASURES 464-3971

SERVICES FOR SENIORS
COUNTY DEPT. OF HUMAN RESOURCES
AREA AGENCY ON AGING 236-4591

HEALTH SERVICES
COUNTY DEPT. OF PUBLIC HEALTH 579-4446

MENTAL HEALTH SERVICES
COUNTY DEPT. OF MEDICAL INSTITUTIONS;
EAST COUNTY MENTAL HEALTH CENTER 579-4494

DRUG INFORMATION & HOT LINE
DRUG EDUCATION FOR YOU (D.E.F.Y.) 236-3339

78 03890

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This seal won first prize in a contest sponsored by the Fiftieth Anniversary Committee. Its imaginative designer is Mr. Dale G. Walton of El Cajon. This design was officially adopted by the City Council on February 26, 1962.

The designs in the four quadrants represent the four peoples or nations who have had sovereignty over El Cajon. Lower right is a local pictograph representative of the pre-Columbian natives; lower left, a part of the arms of 18th century Spain; upper right, colors and arms of 19th century Mexico; upper left, colors and a portion of the shield of the United States. The clasped hands are emblematic of the friendly community spirit of El Cajon.

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